

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Fire Alarm Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Fire Alarm Technician position at Acme Corporation, which I discovered on your careers page. With a strong foundation in electrical systems and a keen interest in fire safety, I am eager to contribute to your team and help ensure the safety of the communities we serve.

During my time at City Technical Institute, I completed a comprehensive course in fire alarm systems, where I gained hands-on experience in the installation and maintenance of various fire alarm equipment. I was part of a team project that successfully designed and implemented a fire alarm system for a local community center, which not only met all safety regulations but also received praise from local fire officials for its effectiveness and reliability. Additionally, I interned with a local electrical contractor, where I assisted in troubleshooting and repairing fire alarm systems, improving my problem-solving skills and technical knowledge in real-world scenarios.

I am particularly impressed by Acme Corporation's commitment to innovation and quality in fire safety solutions. I am excited about the opportunity to bring my skills in electrical systems and my proactive approach to your team. I am confident that my dedication to learning and my hands-on experience will make me a valuable asset to your company.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm for fire safety can contribute to the success of Acme Corporation. I hope to speak with you soon about this exciting opportunity.

Sincerely,

Jordan Lee Thompson